

Message

From: Tellis, Vickie [Tellis.Vickie@epa.gov]
Sent: 3/24/2022 2:02:09 PM
To: R4 All Employees - Official [R4_All_Employees@epa.gov]
Subject: Region 4's Fresh Return Initiative in Preparation for Return to the Sam Nunn Atlanta Federal Center

Region 4 Colleagues,

We are excited to take the next step to a safe return to the workplace, and today we are pleased to share with you Region 4's "***Fresh Return Initiative***." The Fresh Return Initiative specifically addresses how employees in the Sam Nunn Atlanta Federal Center can safely return to a clean and fresh workplace and will require your support and participation to be successful.

In February, the Region was notified of a rodent problem. Subsequently, Region 4 senior leaders surveyed each floor of the EPA workspace in the Sam Nunn Atlanta Federal Center to assess the extent of the rodent activity, and the Mission Support Division (MSD) leadership conducted a follow-up walk-through with the General Services Administration (GSA) and the pest management contractor. While many offices and cubicles showed no evidence of rodent activity, some did have evidence that suggested the presence of rodents. For those areas where rodent activity was visible, GSA has already done preliminary cleaning, but we need to take GSA's cleaning effort further.

MSD is working with GSA to hire contractors to remediate rodent activity in the EPA workspace. The services will include cleaning, sanitizing, and vacuuming all office/cubicle workspaces regardless of whether there is evidence of rodent activity. To ensure that the contractor's cleaning is successful and to also freshen our space after being absent for the past two years, all employees will be asked to declutter and remove papers, personal effects, food, and plants from their desktops and floor space.

We also want to take this opportunity to address records management, so you will be asked to identify and transfer records to the appropriate staging area. This is a good time to do records management because, by the end of 2022, the records center will no longer accept hard copy records.

Once our preliminary decluttering is complete, the contractor will clean and sanitize our space. The contractor will also perform post-removal/trapping monitoring to ensure that the remediation work has been successful. The Region is also securing the services of an Industrial Hygienist to advise the Region on indoor air quality in the EPA workspace. In addition, we will engage our regional programs that have expertise in specific areas to support this initiative.

During the "***Fresh Return Initiative***" to declutter workspaces, we will not require employees to wear a face mask and gloves. However, for health and safety, the pest management professional recommended wearing a mask and gloves. Therefore, MSD will make masks and gloves available to all employees. We plan to start this effort from March 28, 2022, through April 22, 2022, in anticipation of a full return to the office.

In preparation for this initiative, you will hear from your Division's/Office's management team regarding scheduling, logistical information, and your part in our collective effort.

Stay Safe!
Vickie

Vickie H. Tellis

Director, Mission Support Division
U.S. EPA, Region 4 – Atlanta, Georgia

Ex. 6 Personal Privacy (PP) Mobile